

Duplicate/Replacement Diploma Request

**Office of the Registrar
Emory & Henry College**

PO Box 947, Emory, Virginia 24327

FAX: 276-944-6884

PHONE: 276-944-6116

EMAIL: records@ehc.edu

To order a duplicate/replacement diploma please complete the information below and return it to the Registrar's Office at the address above with a check or money order in the amount of \$50.00 made payable to Emory & Henry College. Duplicate/replacement diplomas resemble the original except that the signatures of the President, Dean and Chairman of the Board of Trustees, are those of the current officers.

Orders for duplicate/replacement diplomas are processed during the first week of each month. Please allow 6-8 weeks from the date you send your request for delivery. Orders placed during the months of February, March, April and May may take longer to process. Print name exactly as it is to appear on the diploma (last name must match academic record; changes must be requested with documentation): Use capital and lower case letters. Do not use all capital letters.

Name: _____

Date of Birth: _____

Degree Received: _____

Commencement Date: _____

Please indicate how you want to receive your diploma:

Pick up Diploma

Mail it to me at:

Signature: _____ Date _____